

## CHAPTER 3

# ASSIGNMENTS AND RETENTION

To promote maximum readiness and stability both afloat and ashore, the Navy designed a system for the assignment of personnel among various types of duty classified as seashore duty. This system permits equitable opportunity for personnel to serve in duty they consider desirable.

Having an assignment system is only one of the many elements needed to make a strong Navy. It is important to remember that with the all-volunteer force concept, the Navy's ability to retain the number of quality personnel needed to meet manpower requirements is dependent upon the level of career satisfaction offered by service of the Navy. Good retention does not just happen, it is created.

In this chapter we discuss the Navy's assignment system and the required interviews of the counseling interview system that are essential to the success of the Navy's retention program.

### ASSIGNMENTS

To support the Bureau of Naval Personnel (BUPERS) in exercising the responsibility for controlling the assignment of enlisted personnel and the responsibility of the fleet commanders for the readiness of activities under their command, three distinct and separate functions of enlisted distribution management controls were established. These are allocation control, manning control, and assignment control. Additionally, all activities are assigned to one of the four manning control authorities (MCAs). Generally, continental United States (CONUS) shore activities are under one of two MCAs. Ships, squadrons, and activities in the Pacific Ocean area are under an MCA; and ships, squadrons, and activities in the Atlantic Ocean area are under another MCA.

- Allocation control, exercised solely by BUPERS, is the function of allocating available personnel resources to the four MCAs.

- Manning control consists of two functions, manning and placement. This control is exercised by the MCA. Manning is the function of determining the quality, quantity, and priority for assignment of personnel to all billets within a composite. Placement is

the function of communicating unit personnel vacancies to the assignment control authorities (ACAs) and directing the order in which these vacancies are to be filled.

- Assignment control is the selecting, detailing, and ordering of certain individuals to fill billets according to manning levels and priorities designated by the MCA. BUPERS is the assignment control for designated strikers and all petty officers; the Commanding Officer, Enlisted Personnel Management Center (EPMAC), New Orleans, is the assignment control for all undesignated SN, FN, and AN personnel; and the Naval Reserve Personnel Center (NAVRESPERSCEN) (Code 30) is the ACA for enlisted temporary active reserve (TAR) personnel.

### SUPPORTING INFORMATION SYSTEMS

To support the allocation, manning, and assignment control functions, three automated personnel management information systems have been developed. They are the projection system, supporting the allocation control function; the Navy manning plan (NMP), supporting the manning control function; and the personnel requisition, supporting the assignment function.

#### Projection System

The projection system has two major functions. The first is to predict what the Navy manpower strength will be 9 months in the future. These predictions are based on the number of personnel already assigned to billets, a survey of individuals who are under orders to be transferred from one billet to another, and a measurement of personnel available for assignment. The second function is the equitable allocation of available personnel to each composite.

- Distributable communities. For distribution purposes, Navy enlisted personnel are assigned to distributable communities. Distributable communities are specified Navy Enlisted Classification (NEC) codes or rating communities composed of personnel and billets who are on board for duty and not in the individual's account as students, transients, patients,

prisoners, or holdees, and who are counted using the assigned rate fields or distribution NEC fields as shown on the Enlisted Distribution Verification Report (EDVR). Normally, personnel assets and billets are managed by ratings. However, because of highly specialized training, certain individuals and billets are managed by the NEC independent of rating. When BUPERS determines that an NEC will be managed as a distributable community, independent of rating, the NEC is designated either Closed Loop or Transitory. The Closed Loop NEC distributable community consists of personnel who are projected and assigned to consecutive tours within that NEC skill area.

A Closed Loop NEC distributable community is normally associated with one rating or group of ratings sharing a common occupational skill, and where the member has earned a highly specialized talent within his or her general rating experience. The person is managed based solely on this NEC skill.

A Transitory NEC distributable community consists of a combination of ratings sharing a common supplemental skill that may not be generically associated with the individual's actual rating. This individual is managed by the NEC only during completion of a Transitory NEC tour; the member is reassigned to a requirement within his or her primary rating.

- **Detailing composites.** Having determined the individuals and billets that will be managed by rating or NEC, the total Navy billet structure is subdivided into detailing composites. The first division designates billets as either sea or shore. This sea/shore division indicates whether a billet is counted as sea duty or shore duty for personnel rotation. The sea and shore composites are further subdivided into submarine billets and nonsubmarine billets. The nonsubmarine composite is termed the sea-surface/air composite. The shore, sea-surface/air, and sea-submarine composites are again subdivided into seven paygrades. (Paygrades E-1 through E-3 are considered one paygrade in this division.) Finally, each paygrade is subdivided into four MCAs representing the billets for which each of the MCAs has responsibility. Figure 3-1 shows these detailing subdivisions. The end result is to project future personnel strength and allocate personnel assets to each MCA by paygrade within the rating or NEC. Considering each rating and NEC distributable community and the subdivisions, the system is capable of projecting and allocating these assets to some 3,300 distinct detailing communities.

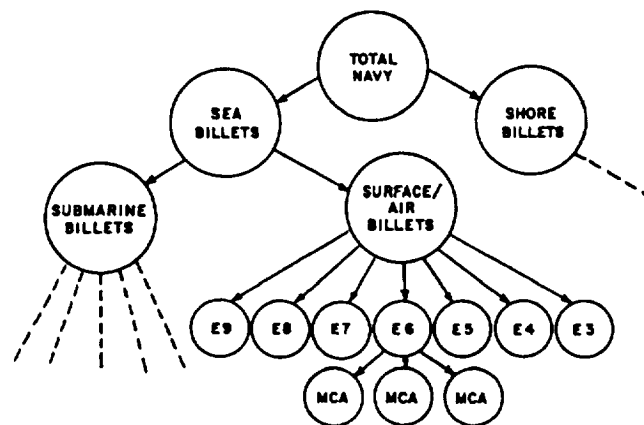


Figure 3-1. Breakdown of detailing communities.

## Navy Manning Plan

Since personnel assets rarely equal manpower requirements, distribution managers are faced with the problem of how best to use assets that are short or those in excess of personnel requirements. To solve this problem requires a manning plan that will determine how shortages and excesses will be distributed. This plan is called the Navy Manning Plan (NMP). Using the projected level of assets and the billets authorized to activities, the NMP determines the most equitable level of manning an activity can expect. Additional information concerning the NMP can be obtained from the *Enlisted Transfer Manual* (ENLTRANSMAN), NAVPERS 15909D, chapter 1.

## Personnel Requisition

The projection system predicts the level of manpower assets and provides a base upon which the MCA can build a manning plan that will provide an equitable distribution of the assets to each activity. Each MCA must communicate its activity's qualitative and quantitative personnel needs to the ACA. This communication is provided by the personnel requisition system. The personnel requisition's function is to measure activity personnel needs to bring the activity first to its manning plan, and second, if assets are available, from manning plan to full allowance. A second function is to communicate to the ACA in what sequence personnel are to be assigned to activities in order to fill their requisitions.

## Requisition Priorities

The Chief of Naval Operations (CNO) and the MCAs have directed that certain activities be given priority in the assignment of personnel assets. These

priorities are called CNO Priorities 1 and 2, and MCA Priority 3. Only CNO may authorize and direct Priority 1 and Priority 2 manning requirements. The MCAs may authorize and direct Priority 3 manning requirements only for their assigned activities.

- Priority 1. Ships and activities whose mission success is deemed vital to the highest national interests and that require some degree of priority manning for an indefinite period of time may be authorized Priority 1 manning. This manning category is limited to that portion of the activity absolutely essential to mission success.

- Priority 2. Ships and activities whose mission success is deemed essential to the national interests and that have specific need for increased manning for a specific period of time in order to carry out their mission may be authorized Priority 2 manning. This category of manning is limited to that portion of the activity absolutely essential to mission success.

- Priority 3. Ships and activities that have a specific need for increased manning above the normal manning level for mission accomplishment may be authorized Priority 3 manning by the respective MCA. This category of manning is not normally authorized for periods in excess of 1 year. All Priority 3 manning authorizations are automatically canceled on 31 March each year, unless a specific date has been previously authorized. Requests for assignment of directed priority manning are submitted according to the *Manual of Navy Total Force Manpower Policies and Procedures*, OPNAVINST 1000.16G.

## TYPES OF DUTY

Because of the different types of duty stations throughout the Navy, the system is designed for the assignment of personnel among the various types of duty classified as sea/shore duty. Each of these types of duty is credited as sea, shore, or neutral duty for rotation purposes. The types of duty are coded in Manpower, Personnel, and Training Information Systems (MAPTIS) and are reflected in each command's EDVR as a sea/shore code (SSC). Type duty codes are as follows:

- Shore duty (SSC 1) is duty performed in CONUS (the 48 contiguous states) land-based activities and long-term schooling programs. (Long term is defined as 18 or more months; school assignments of less than 18 months are considered neutral duty.)

- Sea duty (SSC 2) is duty performed in commissioned vessels or activities in an active status home-ported home-based in CONUS that operate away from their home port/home base in excess of 150 days per year.

- Overseas shore duty (SSC 3) is duty performed in overseas land activities that is credited as sea duty for rotational purposes as determined by BUPERS.

- Nonrotated sea duty (SSC 4) is duty performed in commissioned vessels in an active status home-ported overseas (outside the 48 contiguous states) or in activities that operate away from their overseas home port/home base in excess of 150 days per year.

- Neutral duty (SSC 5) is duty in activities that would normally be designated as shore duty for rotation, but where the members assigned are required to be absent 100 to 150 days per year from the corporate limits of their duty station while accomplishing their assigned tasks. School assignments of less than 18 months are included in this category.

- Preferred overseas shore duty (SSC 6) is duty performed in overseas land-based activities that is credited as shore duty for rotational purposes as determined by BUPERS.

- Partial sea duty (SSC 7) is duty performed in overseas land-based activities that is credited as shore duty for rotational purposes, but where members assigned receive partial sea duty credit according to guidelines established in the ENLTRANSMAN, chapter 4.

- Double sea duty (SSC 8) is duty performed in commissioned vessels or activities in an active status that operate away from their home port/home base in excess of 150 days a year, but where due to the nature of their mission are awarded double sea credit for the tour served.

Rotation among sea, shore, and overseas activities is directly influenced by the number of personnel available for assignment, billets authorized, the qualifications of the individual, time-on-station (TOS), and permanent change of station (PCS) finding. The primary consideration in assignment of personnel to a billet is that the member possesses the required skills necessary to fill that billet. Also of prime consideration in rotation plans and policies is the conservation of PCS funds.

The type of duty to which an individual will be reassigned upon completion of a tour is dependent upon

completion of the sea tour or shore tour as specified in the ENLTRANSMAN, chapter 3. The normal rotation pattern throughout a career is a repetition of assignments at sea and ashore. To the maximum extent possible, initial assignments will be to sea duty afloat upon completion of initial entry training.

## HUMANITARIAN ASSIGNMENTS

The Navy recognizes that a personal problem cannot always be solved at a person's duty station. Sometimes home conditions constitute an undue hardship, and the member's presence is necessary to ease the hardship. In such cases, the Navy gives consideration to individual requests for humanitarian or hardship reassignment. The criteria for determining humanitarian/hardship situations and the documentation required are contained in the ENLTRANSMAN, NAVPERS 15909-D, chapter 18.

When the problem is anticipated to be solvable within a reasonable time frame and it has been established that the member's presence in a specific area is essential to ease the problem, special consideration is warranted. Circumstances that would normally warrant special considerations are as follows:

- Death of applicant's spouse or child.
- Divorce, when the member has a final divorce decree.
- When the court has awarded the member physical custody of the children and the time is needed to make arrangements for their permanent care. (Refer to *U.S. Navy Single Sponsor/Military Couple with Dependents(s) Dependent Care Policy*, OPNAVINST 1740.4.)
- When a person is scheduled to be hospitalized or has been hospitalized as a result of a severe illness (physical or mental).

Emergency leave frequently provides sufficient time to ease such hardships; however, when an individual requires more time than leave can provide and has a chance of resolving the hardship within a reasonable time frame, reassignment for humanitarian reasons may be requested.

When it is determined that emergency leave will not ease the problem, but that resolution of the hardship may be expected within a reasonable period of time, the member may be authorized a special temporary reassignment at a desired location for temporary duty humanitarian assignment (TD HUMS). If the TD HUMS is authorized, temporary additional duty

(TEMADD) orders are issued on a permissive no-cost-to-the-government basis not to exceed 6 months. The following requirements apply to the issuance of TD HUMS orders:

- No dislocation allowance is authorized.
- Dependent travel will be at the member's expense, not subject to reimbursement.
- Orders will not authorize the individual to ship household goods at government expense.
- Transfers must be effected during a period of leave and no proceed or travel time is authorized.
- Members serving on TD HUMS will not be authorized per diem at their TEMDU station. Orders must contain the statement, No Per Diem Authorized.
- All standard transfer orders (STOs) for TD HUMS will contain a statement of understanding as outlined in the ENLTRANSMAN to include the member's signature.

TEMADD orders are not used to authorize the member to proceed to the area of hardship and gather documentation for submitting a request. The member must use leave for that purpose.

## Extension to TD HUMS

If the amount of leave granted is insufficient to enable submission of a request for humanitarian assignment, the assisting command (located in the area of the hardship) should direct a request for extension of leave to the individual's parent command or, in applicable cases, to the next intermediate reporting station as directed in the individual's leave authorization or STOs. Do not request leave extensions from BUPERS. In those cases in which an assisting command feels that a bona fide emergency hardship exists that meets the criteria for reassignment and when insufficient time remains to request extension of leave, or when further leave would cause the member to be in excess of leave (more than 30 days or in excess of that which could be earned in his or her remaining obligated service), the assisting command should send a message to the member's parent command with a brief, meaningful explanation of the hardship. This explanation should include the statement, Unless otherwise directed, the member will be retained on board 15 days in no-cost TEMADD status pending a decision by BUPERS. The final determination of a member's retention at an assisting command rests with the member's commanding officer (CO) at his or her

permanent duty station. If retention is authorized, the member will be issued TEMADD orders or an endorsement of his or her present orders that will include the statement concerning no cost to the government. This period of TEMADD may not exceed 15 days.

### **Reassignment of Member at Expiration of TD HUMS**

Members on TD HUMS will be considered for reassignment approximately 1 month before the scheduled completion of their temporary assignment. Six weeks before the member's PRD, activities with such members on board should interview the member to determine if the hardship has been resolved before submitting an availability report according to chapter 20 of the ENLTRANSMAN to the ACA who assigned the TD HUMS.

### **OVERSEAS ASSIGNMENT**

Overseas service is defined as military duty performed while assigned to a military installation or activity permanently based outside the 48 contiguous United States. Overseas service may be categorized as the following kinds of duty:

- Preferred overseas shore duty (SSC 6)
- Overseas shore duty (SSC 3)
- Nonrotated sea duty (SSC 4)
- Neutral duty (SSC 5)
- Partial sea duty (SSC 7)

To enable the foreign nationals to adjust to the U.S. culture and language, it is the Navy policy not to assign non-U.S. citizens overseas during their first term of enlistment (type duty 3, 6, and 7 with the exception of Hawaii, Alaska, and Puerto Rico).

Overseas tour lengths have been established by the Department of Defense (DOD) for all overseas areas where Navy personnel are stationed and generally reflect the desirability of duty in the area. Section 671, Title 10, *United States Code* (U. S. C.) states: "No member of an armed forces may be assigned to active duty on land outside the United States and its Territories and Possessions, until he or she has completed basic training requirements of the service he or she is a member of." It has been determined that it is also the intent of Congress that no service member should be

assigned to any unit in a combat zone with less than 12 weeks of basic training.

Overseas tour lengths are prescribed in the ENLTRANSMAN, chapter 4, and are categorized as accompanied, all others, and involuntary.

The responsibility for determining suitability for overseas service rests with the CO of the transferring command. The CO must make sure the member or dependents do not possess any performance, disciplinary, financial, psychological, medical, or other physical attributes that would prevent them from conducting themselves as worthy representatives of the United States in a foreign country. This determination must be based on a series of steps beginning with the following:

1. The detailee at BUPERS/EPMAC nominates the member for overseas duty.

2. A suitability screening is conducted that includes a review of the member's service records, a urinalysis screening, a check of physical readiness status, a check of medical and dental fitness and service school environments, and a face-to-face interview with the CO of the transferring command, the service member, and dependents.

3. Finally, the CO forwards a message/NAVGRAM to BUPERS indicating the suitability of the member and dependents for overseas duty.

Overseas screening is a requirement of all transferring commands whether transfer is from CONUS to overseas or consecutive overseas tours from overseas (sea/shore) to overseas (sea/shore). The Report of Suitability for Overseas Assignment, NAVPERS 1300/16, Part III (fig. 3-2), must be completed within 30 days after receipt of orders. Figure 3-3 is a mandatory checklist for overseas transfers.

### **RETENTION**

To achieve the goals set by the CNO in the *Navy Retention Program*, OPNAVINST 1040.6A, one of the basic elements used in the Navy's retention program is the counseling interview system. The counseling interview system is composed of five required interviews. In this section we will discuss the required interviews, a tickler system to make sure all individuals are interviewed at the proper time, and methods used for documenting the completion of the interviews.

## REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT

MEMBER'S NAME		SSN	DATE
PRESENT SHIP/STATION	UIC	OVERSEAS LOCATION	UIC
ISOLATED <input type="checkbox"/> YES <input type="checkbox"/> NO			

## PART I: MEDICAL OVERSEAS SCREENING COORDINATORS SUMMARY.

## A. LIST OF PERSONS SCREENED:

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

## B. REVIEW CHECKLIST:

YES NO

1. ☐ ☐ Has NAVMED 1300/1 been completed and enclosed for each individual listed above?
2. ☐ ☐ Is any chronic condition noted in the medical/dental screenings?
  - a. ☐ ☐ If "YES," has the receiving MTF's/DTF's reply regarding suitability of the sponsor or family member been enclosed?
  - b. ☐ ☐ If "YES," does the Exceptional Family Member (EFM) Coordinator endorse dependents for this overseas assignment? If "NO," state reason(s):  
 \_\_\_\_\_  
 \_\_\_\_\_
3. ☐ ☐ Are servicemember's HIV test results in Medical/Dental Records?  
Date of HIV test: \_\_\_\_\_
4. ☐ ☐ Does the Family Advocacy Program (FAP) Representative endorse member/dependents for overseas assignment?

## C. OVERSEAS SCREENING COORDINATORS CERTIFICATION:

An administrative review of the Medical and Dental Records of the individuals indicated above has been accomplished. All conditions and/or illnesses indicated have been addressed and steps have been taken to ensure that the capabilities are available at the prospective Medical/Dental Treatment Facility.

\_\_\_\_\_  
Coordinator's Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Print Coordinator's Name\_\_\_\_\_  
Coordinator's Duty Station\_\_\_\_\_  
AV Phone No.

Figure 3-2.-Report of Suitability for Overseas Assignment, NAVPERS 1300/16.

MEMBER'S NAME

SSN

DATE

## PART II: RECOMMENDATION OF COMMANDING OFFICER (OR OIC) OF MEDICAL TREATMENT FACILITY.

A. Based on the information available as a result of screening and on the capabilities of the Medical/Dental Treatment Facility in the area of assignment to which ordered, the following recommendation is forwarded:

YES NO

1. ☐ ☐ Is the servicemember recommended for this overseas assignment? If no, state reasons:

\_\_\_\_\_

\_\_\_\_\_

2. ☐ ☐ Regardless of whether or not this is to be an accompanied tour, are all family members (spouse/dependent(s)) recommended for this overseas assignment? If not, state reasons:

\_\_\_\_\_

\_\_\_\_\_

Medical Treatment Facility: \_\_\_\_\_

Signature of CO/OIC or Designee  
of Medical Treatment Facility

Date

Print name of CO/OIC or Designee  
of Medical Treatment Facility

PART III: COMMAND REVIEW - The purpose of the Command Review is to determine, via record review and personal interview, member and spouse/dependent(s)' suitability for overseas duty/life in the assigned overseas location. (To be completed by Commanding Officer of transferring command.)

YES NO

1. ☐ ☐ Does the member or any of his/her spouse/dependent(s) have knowledge of any ongoing medical/dental problem or treatment that was not addressed in the medical/dental screening?

If "YES," return member and/or spouse/dependent(s) to medical screening authority to include these problems in the screening.

If "NO," continue screening.

2. ☐ ☐ Has the member or any spouse/dependent(s) previously been reassigned, prior to normal tour completion, due to their individual unsuitability?

☐ ☐ If "YES," does the reason for previous reassignment still exist? (Explain in remarks section.)

3. ☐ ☐ Has the member previously been reassigned, prior to normal tour completion, due to unsuitability of member's dependents?

☐ ☐ If "YES," does the reason for previous reassignment still exist? (Explain in remarks section.)

Figure 3-2.-Report of Suitability for Overseas Assignment, NAVPERS 1300/16-Continued.

MEMBER'S NAME		SSN	DATE
YES	NO		
4. [ ]	[ ]	Does the member have serious problems of indebtedness, credit loss or other financial problems which have not been reconciled with the creditor(s) or interested parties?	
5. [ ]	[ ]	Has the member or spouse/dependent(s) been convicted for any civilian felonies or misdemeanors within the last 24 months (include pre-service time), e.g., crimes of violence, larceny, driving under the influence of alcohol, assault?	
6. [ ]	[ ]	Does the member have a record of military offenses within the last 24 months which should preclude overseas assignment, e.g., two or more Captain's masts, several minor unexcused absences, a lengthy unauthorized absence? (One time major offenses in the current enlistment are considered disqualifying as well.)	
7. [ ]	[ ]	Does the member or spouse/dependent(s) have a record of any involvement with illegal drugs within the past 24 months? (Exceptions are recent enlistees who received an enlistment waiver or from whom no waiver was required for enlistment.)	
8. [ ]	[ ]	Does the member or spouse/dependent(s) have a record of unresolved alcohol abuse within the past 24 months?	
9. [ ]	[ ]	Has the member or spouse/dependent(s) been treated for alcohol abuse within the last 6 months? (Include pre-service time.)	
10. [ ]	[ ]	Does the member have a history of unsatisfactory or marginal performance within the past 24 months?	
11. [ ]	[ ]	If member is being assigned a <u>consecutive overseas tour</u> , does the member have less than a <u>3.6 overall trait average</u> during current overseas tour? See ENLTRANSMAN article 4.023 for waiver criteria (not applicable for officers).	
12. [ ]	[ ]	Does the member have a spouse/dependent(s) who has long-term special medical/dental needs and/or is enrolled in special education?	
		If "YES," member must be screened for the Exceptional Family Member (EFM) Program. Ensure that the EFM application has been submitted.	
13. [ ]	[ ]	Is the member or spouse/dependent(s) involved in the Family Advocacy Program?	
14. [ ]	[ ]	Was the member's spouse previously a member of the armed forces? If so, what was the character of separation? (Explain in remarks section if other than honorable.)	
15. [ ]	[ ]	Does member/spouse have legal custody of all accompanying minor dependents?	
16. [ ]	[ ]	Are any of the member's dependents covered in a custody agreement? If "NO," go to question 17.	
a. [ ]	[ ]	Does agreement prevent removal of dependents from CONUS without prior court approval or agreement between the interested parties? If "NO," go to question 17.	

Figure 3-2.-Report of Suitability for Overseas Assignment, NAVPERS 1300/16-Continued.



MEMBER'S NAME		SSN	DATE
<div style="text-align: center; margin-bottom: 10px;">YES   NO</div> <div style="margin-bottom: 10px;"> b. <input type="checkbox"/> <input type="checkbox"/> Has member obtained prior court approval or requisite agreement from other interested party for removal of dependents from CONUS, if required by state law. (<u>Please Note</u>: Navy policy does not require a separate agreement if not required by state law.) </div> <div style="margin-bottom: 10px;"> 17. <input type="checkbox"/> <input type="checkbox"/> Does the member meet Navy physical readiness criteria, including body fat percentage (OPNAVINST 6110.1 series)? </div> <div style="margin-bottom: 10px;"> 18. <input type="checkbox"/> <input type="checkbox"/> (Single parents/military couples with dependents) Have dependent care requirements been met in accordance with OPNAVINST 1740.4 series?   NOTE: While the unique situation of single parents with dependents is not in itself disqualifying, this fact should be pointed out upon submission of message certification of screening to COMNAVMILPERSCOM (NMPC-40)/(NMPC-462)/(EPMAC). </div> <div style="margin-bottom: 10px;"> 19. <input type="checkbox"/> <input type="checkbox"/> Has mandatory urinalysis screening of servicemember been conducted in accordance with OPNAVINST 5350.4 series. </div> <p style="margin-top: 10px;">A check in any "YES" box in the above section can result in non-endorsement of the member depending on (a) the reason for the "YES" check and (b) the nature of the overseas assignment.</p> <p style="margin-top: 10px;">NOTE: If the reason(s) for previous reassignment in question 2 or 3 no longer exist(s), the question is counted as a "NO" check. A member with a combination of minor problems in the areas questioned above may be unsuitable as well as an individual with major offenses/problems on record.</p> <p style="margin-top: 10px;">REMARKS: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="margin-top: 10px;">I, _____, am aware that failure to divulge disqualifying information, or amplifying information (medical/dental/personal) pertaining to the above questions of this checklist may ultimately result in disciplinary action punishable under the UCMJ.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%; border-top: 1px solid black; text-align: center;">MEMBER (Signature)</div> <div style="width: 20%; border-top: 1px solid black; text-align: center;">DATE</div> <div style="width: 30%; border-top: 1px solid black; text-align: center;">MEMBER (Name, Rank/Rate)</div> </div> <p style="margin-top: 10px;">On the basis of all available information, I endorse/I do not endorse (circle one) the member's orders to the overseas assignment.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%; border-top: 1px solid black; text-align: center;">COMMANDING OFFICER (Signature)</div> <div style="width: 20%; border-top: 1px solid black; text-align: center;">DATE</div> <div style="width: 30%; border-top: 1px solid black; text-align: center;">COMMANDING OFFICER (Name, Rank)</div> </div> <p style="margin-top: 10px;">PRIVACY ACT STATEMENT: The authority to request this information is contained in 5 USC 301 Departmental Regulations. The information will be used to assist officials and employees of the Department the Navy in determining your future duty assignment. Completion of the form is mandatory except for duty and home phone numbers; failure to provide required information may result in delay in response to or disapproval of your request.</p>			

NAVPERS 1300/16 (REV. 12-90)

(4)

Figure 3-2.-Report of Suitability for Overseas Assignment, NAVPERS 1300/16--Continued.

The following items, peculiar to overseas transfers, should be accomplished in addition to normal functions of PCS transfer:

STEP	DESCRIPTION	INITIAL
1	Upon receipt of assignment document, provide member with a written copy and explain to member all supplementary items. Provide member with a copy of appropriate section of NAVMILPERSCOMINST 1720.1. Service members being assigned to overseas locations not mentioned in the publication should be referred to Overseas Transfer Information Service (OTIS) for assistance and support. Spouses and other dependents are also encouraged to contact OTIS. Comply with Item 171 pertains.	_____
2	Upon receipt of the transfer directive, commanding officer (CO) will direct the member to undergo mandatory service directed urinalysis screening.	_____
3	Within 30 days of receipt of assignment document, CO or his or her qualified representative conducts screening interview in order to determine member's and dependents' (if any) suitability for such duty in accordance with OPNAVINST 1300.14F and MILPERSMAN 3810190 (Single Parents/Military Couples with Dependents). If the CO deems it appropriate, the service member may be interviewed by a chaplain. The chaplain is required to make only a recommendation of suitability/unsuitability; however, he/she may provide rationale for the decision if desired. COs shall also arrange for Medical/Dental screen for member and dependents. Document results of interview as follows:	_____
	a. If qualified:	
	(1) Complete page 13 entry as required by Article 4.013, and	_____
	(2) Complete NAVPERS 1300/16. File original in service record. Notify CHNAVPERS by message or NAVGRAM (info EPMAC in the case of nondesignated SN/ AN/FN). Continue to step 3.	
	(3) Provide ultimate destination, by message, names of family members and date of birth of children accompanying members overseas.	
	(4) In the case of single parents/military couples with dependents, service members are required to complete Dependent Care Certificate, OPNAV 1740/1, Block 13, Part II, before being eligible to screen for an overseas assignment. Counseling IAW MILPERSMAN 3810170 mandatory for all applicable personnel and must be documented on NAVPERS 1070/613.	
	b. If member or dependents not qualified:	
	(1) Complete NAVPERS 1300/16. File original in service record.	_____
	(2) Notify CHNAVPERS by message or NAVGRAM, with info copy to receiving command.	_____
	(3) Hold orders in abeyance and take no further transfer action until notified by CHNAVPERS (EPMAC in the case of a nondesignated SN/AN/FN).	_____
4	After completion of the suitability interview, verify member's obligated service. If member does not have sufficient obligated service, entitlement to dependents' travel and household goods shipment may be affected. As appropriate, execute agreement to extend enlistment to:	
	a. Provide sufficient obligated service to complete area tour as defined in Article 4.02, or	_____
	b. The OBLISERV date specified in the assignment document, or	_____

Figure 3-3.-Mandatory checklist for overseas transfers.

STEP	DESCRIPTION	INITIAL
	<p>c. If member does not desire to acquire additional obligated service, hold orders in abeyance and notify CHNAVPERs. Do not under any circumstances transfer service members to overseas duty without sufficient obligated service for completion of applicable overseas tour without prior CHNAVPERs approval. Page 13 entries in lieu of contractual obligated service are prohibited. Early reenlistment for Zone B selective reenlistment bonus (SRB) is authorized (MILPERSMAN 1040300).</p> <p>d. Personnel who have completed 15 or more years' active duty must sign a page 13 entry in their service record agreeing to remain on active duty for the period of time required to complete the applicable tour prescribed for the overseas area to which assigned.</p>	<p>_____</p> <p>_____</p>
	NOTE: STO/PCSTO endorsement should not be prepared unless all requirements have been met to this point.	
5	The member will be interviewed by an officer designated by the CO and given an opportunity to elect whether to serve "accompanied-by-dependents," or in an accompanied status, or to postpone this decision until after reporting to next permanent duty station overseas. Complete page 13 entry as required by OPNAVINST 1300.14F and Article 4.013.	_____
	a. This interview should again address consideration of financial planning and overseas spouse employment.	
6	Request entry approval (if required) in accordance with Chapter II, Appendixes D and E of NAVMILPERSCOMINST 4650.2.	_____
7	Request passports and visas for member and dependents (if required) in accordance with Chapter III of NAVMILPERSCOMINST 4650.2.	_____
8	Arrange appointment for member and dependents to receive immunizations appropriate for area to which ordered.	_____
9	Process transportation request for member and dependents in accordance with NAVMILPERSCOMINST 4650.2. Provide receiving command with dependents' names and ages of children accompanying member overseas.	_____
10	Upon receipt of port call and appropriate transportation documents, the member should be informed that a port call constitutes a modification of orders. Failure to report as directed will be considered the same as missing movement and be regarded as unauthorized absence subject to disciplinary action under the UCMJ. The appropriate uniform shall be worn when traveling on government owned or controlled aircraft except when civilian attire is required by the U.S. Air Force Foreign Clearance Guide due to military specialty or local extenuating circumstances for political or personal safety reasons or is a prerequisite for entering a foreign country without official passport. In the latter case, security and diplomatic requirements take precedence. Civilian clothing may be worn when traveling by other mode of transportation, unless the appropriate uniform is required by the order-issuing authority. When civilian clothing is worn, it will be in good taste and not in conflict with accepted attire in the overseas country.	_____
11	If member is married to a non-U.S. citizen, inform him/her that if the spouse is not a citizen of the United States and expects to work on the overseas base, the spouse if employed could be subject to area "Status of Forces Agreement" and not receive the same wages as a U.S. citizen.	_____
12	Verify enrollment of member's dependent(s) in DEERS Program.	_____
	a. PERSUPPDETs or personnel offices shall verify DEERS enrollments via DEERS/Realtime Automated Personnel Identification System (RAPIDS) CRT (where available), telephone (if DEERS/RAPIDS CRT unavailable), or DD Form 1172 verification (where CRT and telephone access is unavailable). In cases where a service record entry confirms that a DEERS check was made within 90 days preceding the member's transfer, a new DEERS check is not required.	_____
	b. Add, change, or terminate enrollment data as necessary in accordance with OPNAVINST 1750.2.	_____
	c. A service record entry (typed or stamped) will be made on NAVPERS 1070/613 certifying the member's dependents are accurately enrolled in the DEERS data base.	_____

Figure 3-3.Mandatory checklist for overseas transfers-Continued.

## REQUIRED INTERVIEWS

The five required interviews are the reporting, the retention programs, the incentive programs, the 17-year monitor, and the preseparation/retirement interviews. Each is designed to be conducted at specific career points during an individual's career and to provide certain information relating to that particular career point. The action plan for the five required interviews is set forth in appendix B of the *Retention Team Manual*, NAVPERS 15878-G.

The retention programs interview and 17-year monitor interview will only be conducted one time for each individual during an entire career. The reporting, the incentive programs, and the preseparation interviews may be conducted many times during an individual's career. It is imperative that the required interviews be conducted when they are due because they impact heavily on the retention process.

### Reporting Interview

The reporting interview's group presentation should be conducted as part of the indoctrination process (I Division). This presentation should be part of the command career counselor's (CCC's) I Division lecture.

The one-on-one reporting interview must be conducted within 30 days from the time an individual reports on board a command. This interview should always be conducted by the division or work center career counselor. This will enforce the retention team concept to the new member from the start.

There are a number of CCCs who like to conduct this interview themselves because all individuals check in with them anyway. It is true that the CCC should meet personally with every individual when first reporting on board. The CCC should review the new member's service record so that an individual counseling file can be setup and the member's name placed in the interview tickler system. However, to conduct the reporting interview at this time can be counterproductive.

If the CCC conducts the interview, then the CCC, instead of the division or work center career counselor, is established as the new member's career counselor. The first time members need career assistance they will come straight to the CCC and bypass their division career counselor. Remember, the Career Information Program Management (CIPM) concept is to put retention back in the chain of command and use all assets available.

The reporting interview is the initial contact through which the retention process is established. Counseling members with their spouses present is appropriate and encouraged. Areas to discuss other than the ones covered in the group presentation are as follows:

- Learn the status of a member's career counseling exposure and arrangement to correct any deficiencies that are found by offering whatever voluntary interviews are deemed appropriate.
- Explain the command's retention program and give some insights into the programs and opportunities that are available to the individual.
- Show senior personnel how they may assist in reaching the retention goals of the command.
- Assist members in completing a Duty Preference Form, NAVPERS 1306/63, if they do not have one on file.

### Retention Interview

The group presentation should be conducted at active duty service date (ADSD) plus 17 months and the personal interview held by the division/work center career counselor at ADSD plus 18 months.

The division/work center career counselor must be prepared to discuss any material covered in the group presentation, as it is brought up by the individual being interviewed.

This interview is a formal expression of the command's interest in the member's progress to date. An examination of the member's service record, training record, and division officer's notebook before the interview will disclose the efforts and progress the individual has made. It is here the career counselor might discover the trends, both favorable and unfavorable, that can be corrected or complimented.

It is strongly recommended that the spouse be invited to the interview (subject to member approval). Remember to stress the good the spouse can do to assist the husband or wife in reaching full potential. Be patient when explaining services and programs available, since the spouse most likely will not be as familiar with benefits and entitlements as the member is.

Check to make sure minimum advancement requirements have been met for the member's advancement and thoroughly explain advancement requirements through PO2. Encourage completion of all requirements through PO2 at the earliest possible date.

Get the member thinking and preparing well in advance of mandatory requirement dates.

### **Incentive Interview**

The proper time frame for conducting the group presentation is 11 months before the individual's expiration active obligated service (EAOS) or projected rotation date (PRD). The group presentation is the same for all individuals, but the personal interviews should be conducted on the basis of whether the member is approaching PRD or EAOS. The personal interview should be conducted by the division/work center career counselor 10 months before the individual's EAOS or PRD.

The division/work center career counselor will primarily be concerned with reviewing and updating the enlisted duty preference form for the individual who is only transferring. This is also the time to talk about advance training for these individuals. Detailers are more likely to give individuals advance training (C school) with PCS orders than during the middle of a tour. This is the time to submit an Enlisted Personnel Action Request, NAVPERS 1306/7, for a school. Another important issue for these people is to make sure their training record and service record are up to date.

The incentive interview is the keystone of any retention program for individuals approaching EAOS. It is the point in time where the sailor is first encouraged to make a commitment to further naval service. It is here that the retention team's past efforts in improving a member's potential for retention start to pay off, and it is here that even the best laid efforts can fail if the interview is not properly conducted. Again, because of the family's acute involvement in the retention decision, it is recommended that the spouse be encouraged to attend (subject to the approval of the member). The areas that must be discussed at the incentive programs interview are listed in the following paragraphs.

The purpose of this interview is to make sure the individual understands the career benefits and reenlistment incentives to allow the member to make sound career decisions. It would be an error for the counselor to say, "The purpose of this interview is to get you to reenlist," although the statement would be partially true.

Review the member's performance marks and accomplishments up to the present tour/career point and advise the member about prospects for a future prosperous career. This may include suitability for officer programs as well as selection board

competitiveness for chief, senior chief, and master chief petty officer.

- Ask the member to make a career of the Navy. If the answer is yes, go right onto "gaining a commitment."

- Remind the member of the benefits of a career.

- Ask the member what problems a Navy career might present. List each problem the member presents on the left side of a sheet of paper.

- Proceed to eliminate or reduce the impact of those items listed on the left side of the sheet by listing corresponding good points of a Navy career on the right-hand side. Never lie or misrepresent facts, but always present positive points for the Navy's side. For example, frequent moves required by the Navy career on the left side of the sheet can be countered with the benefits gained from being in different parts of the country or world and the chance of using the GUARD III program or detailer to aid the member in getting to or remaining at a desired location. Do not forget to mention the travel aspects of civilian job possibilities; civilians move around too.

- Ask the member and spouse (if present) if they now think a Navy career would be a desirable life-style. If the answer is yes or maybe, go on to gaining a commitment. If the answer is an unequivocal no (and let us face it, not everyone will choose a Navy career), stress the importance of making preparation to start a civilian career. If the answer is "I don't know" or "We'd like to think about it," schedule another interview with the member. Maintain the positive attitude of "you will reenlist because the Navy offers the best opportunities for you and your family," and you will likely achieve excellent results.

It is important to know how to gain a commitment. All of us have seen the used car salesman pull out a blank contract (even though we have not firmly decided to buy a car), put our names across the top of the page, list the identification of the car, and start talking about price. With this action, the salesman has implied that we have decided to buy the car and are only interested in haggling about the price. Like the car salesman, the counselor should try to gain an early commitment (though it can always be changed). The counselor's contract is the special request chit. Start filling out the request chit with the member's name and ask for the member's social security number for use on the chit. Advise the member that the earlier the request is submitted the better, since it allows time for planning paper work requirements, gaining GUARD III approval, and so forth. Word the

request properly and ask the member to sign it. Offer to take care of the request from here. By performing this function the counselor can change many maybe's into yes's and allow plenty of time to routinely process the request. Provide follow-up interviews for those maybe's who have cold feet and have the ship's office or PASS office contact the CCC when someone cancels a request to reenlist/extend. Then the CCC can schedule follow-up interviews as required.

Do not try to sell civilian career opportunities to members who decide to reenlist; the effort is counterproductive. When members definitely decide against reenlistment, give the full-scale civilian career opportunities presentation. If, during follow-up interviews, members decide that they definitely do not wish to reenlist, give the full-scale presentation on preparing for a civilian career at that time.

Schedule follow-up interviews on a monthly basis until ayes can be obtained or the member has completed the loss tracking schedule as outlined in the *Retention Team Manual*. Scheduling should be done while the member is present to prevent a conflict in the times that the interviewer and the member are available. Let the member know the time, place, and date.

### **17-Year Monitor Interview**

The group presentation should normally be given when the members have 16 years and 11 months of active duty and the personal interview by the division/work center career counselor should be given at the 17-year point. The group presentation for this interview will probably include 2 or more months of scheduled interviews in advance to have a quorum for a group presentation. During this interview the benefits of remaining on active duty past the initial Fleet Reserve eligibility date should be stressed. There should be a complete discussion of the Survivor Benefits Plan (SBP) and other survivor annuities during the interview.

### **Preretirement/Separation Interview**

There will be a group presentation for the members due a separation interview because of EAOS only and a separate presentation for members retiring or going to the Fleet Reserve. The presentation for both groups

should be scheduled 120 days before departing active duty. The personal interviews for both groups must be conducted by the division/work center career counselor no later than 45 days before actual separation from active duty.

To assist fleet units and activities in carrying out the required procedures, the commander of the Naval Reserve Force provides preseparation presentations. These presentations are given by the Naval Reserve Career Information Teams (CARITs) headquartered in Norfolk, Virginia, and San Diego, California. For more information on the CARITs, refer to the *Naval Reserve Preseparation Counseling of Active Duty Personnel*, OPNAVINST 1900.IC.

Individual commands should schedule and require all eligible officer and enlisted personnel undergoing separation processing within CONUS, Alaska, or Hawaii to attend a formal CARIT presentation. Deploying units should schedule, 90 days before deployment, all personnel who are to be discharged/released from active duty before the unit's return.

The CCC attached to activities outside CONUS should give the preseparation and the retirement/Fleet Reserve presentation.

## **DOCUMENTATION OF REQUIRED INTERVIEWS**

It is important to document the results of all the required interviews. The results are recorded on the Career Counselor Record, NAVPERS 1160/11 (fig. 3-4A, front, and fig. 3-4B, back), the interview form provided in the SNAPS system, or a retention interview form such as the one in figure 3-5. The original interview form should be returned to the CCC via the member's retention team chain of command so it can be reviewed and placed in the member's individual counseling file. Keep in mind that all interviews conducted during the month will be discussed during the next month's departmental retention team meeting. Having accurate results of interviews will help the retention team determine what action, if any, is needed to help the individuals meet their goals or correct any problems they are experiencing.

**CAREER COUNSELOR RECORD**  
**NAVPERS 1160/11 (Rev. 4-80) S/N 0106-LF-011-6055**

1. NAME (Last, First, Middle)				2. HOME ADDRESS (Street, City, State, Zip Code)			
3. SSN		4. NEC		5. UNIT/DEPT/DIV			
6. DATE OF BIRTH		7. RATE		8. BR/CL		9. DATE REPORTED	
10. MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED NO. DEPNs _____		11. EDUCATION COMPLETED <input type="checkbox"/> HS <input type="checkbox"/> 1 YR COL <input type="checkbox"/> 2 YR COL <input type="checkbox"/> HS GED <input type="checkbox"/> 3 YR COL <input type="checkbox"/> 4 YR COL <input type="checkbox"/> COL GED				12. NAVY SCHOOL(S) COMPLETED	
13. College, Univ., Prof., or Tech. School		DATE		FIELD	Degree Total Hrs	14. CIV. OCCUPATION  Job Title/Position	
		FROM	TO				
15. EAOS		16. PRD		17. ADSD		18. PEBD	
						19. SHDCD/SDCD	
						20. CLEP Areas Completed 1    2    3    4    5	
21. Date last DUPREF submitted		22. BASIC TEST/ASVAB SCORES					
		GCT/WK	ARI/AR	MECH/AC	CLER/AD	NO	SHOP/SI
		ETST/EI	MK	GS	GI	SP	AI
		AFQT					
23. CAREER INTENTIONS		DISCHARGE AT EAOS					
		FLEET RESERVE/RETIRE AT EAOS					
		REENLISTMENT YEARS					
		EXTENSION OF ENLISTMENT YEARS					
		UNCERTAIN					
24. INTERVIEW		Activity		Counselor		Date	
A. Reporting							
B. 6-9 Month Growth							
C. Retention Programs							
D. Incentive Programs							
E. 8-12 Year Monitor							
F. 17 Year Monitor							
G. Pre-Sep/Retirement							
H. Annual Career Update						RECORDED ON REVERSE	
I. Special/Congratulatory						RECORDED ON REVERSE	

**INSTRUCTIONS**

- a. This form will be initiated for each enlisted member who reports aboard their first operational duty station following Recruit Training. Item numbers circled shall be completed in pencil.
  - b. The reverse of this form will be utilized to record comments on any interviews and family counseling sessions held. Comments should address only the impressions, goals, frustrations, or commitments imparted to, taken on, or observed by the Counselor. These comments are intended to give aid and insight to future counseling efforts. When additional space is required, attach additional bond paper and continue.
  - c. When the member is transferred to another duty station, this form will be checked for accuracy and completeness, updated as necessary, and forwarded with the individual's service record to the new command.
  - d. When separated or released from active duty on board ship or station the FINAL STATUS section must be completed and sent to the Commander, Navy Recruiting Command, Code 335, 4015 Wilson Boulevard, Arlington, VA 22203.
- If the individual reenlists, this form will be maintained as a chronological consultation sheet throughout their uninterrupted career.

Figure 3-4A.-Career Counselor Record, NAVPERS 1160/11 (front).

FILL IN - IF SEPARATED OR RELEASED FROM ACTIVE DUTY

FINAL STATUS

☐ RECOMMEND FOR  
REENLISTMENT

☐ RECOMMENDED  
FOR SCORE

REENLISTMENT  
CODE

INTENDED HOME ADDRESS (Street and Number, City, State, Telephone Number)

PERMANENT HOME ADDRESS (Street and Number, City, State, Telephone Number)

CO'S SIGNATURE AND RANK

LAST SHIP OR STATION

DATE

REMARKS

PRIVACY ACT STATEMENT FOR NAVPERS 1160/11 (Rev. 4-80)

The authority to request this information is derived from 5 U.S.C. section 301 Departmental Regulations. Its purpose is to document the required counseling sessions. The information collected on this form will be utilized by command career counselors as a chronological consultation sheet to provide aid and insight for future counseling sessions and to ensure member is provided facts about the opportunities of a Naval career upon which an intelligent career decision may be made. Information contained on this form is voluntary; however, failure to provide the requested information may result in inadequate facts for the counselor to properly assist the member in planning for and participating in the many Navy programs available for a successful Naval career.

Figure 3-4B.-Career Counselor Record, NAVPERS 1160/11 (back).



**CAREER COUNSELING INTERVIEW FORM**

NAME LAST, FIRST, M.I.	RATE	DEPT	DIV	WORK PHONE	COUNSELOR	DATE
REPORTING		INCENTIVE PROGRAMS		SEPARATION		
RETENTION PROGRAMS		17-YEAR MONITORING		PRERETIREMENT		
GOALS FOR THIS ENLISTMENT						
GOALS FOR CAREER (MILITARY AND/OR CIVILIAN)						
MEMBER'S INTENTIONS AT EAOS		REENLIST	SEPARATE/RETIRE	UNDECIDED		
REASONS FOR DECISION						
POSITIVE CONCEPTIONS ABOUT NAVY & CMD				NEGATIVE CONCEPTIONS ABOUT NAVY & CMD		
PERSONAL INTERESTS						
PERSONAL PROBLEMS HAVING AN IMPACT ON MEMBER'S CAREER DECISIONS						
OTHER FACTORS BEARING ON CAREER DECISIONS						
COUNSELOR'S IMMEDIATE OPINIONS AND IDEAS WITH REGARD TO INTERVIEW						
PLAN OF ACTION AS DETERMINED BY THE MEMBER AND THE RETENTION TEAM						
ACTION TAKEN BY MEMBER AND RETENTION TEAM						

Figure 3-5.Retention interview form.

